

**CHAPLAIN CANDIDATE IDENTIFICATION DATA**

<i>Last Name</i>	<i>First Name &amp; Middle Initial</i>	<i>Social Security #</i>

**CHAPLAIN CANDIDATE SUPERVISORS**

<i>Year</i>	<i>Printed Title, Rank, and Name of Supervisor</i>	<i>Printed Name of Installation</i>	<i>MAJCOM</i>

DEPARTMENT OF THE AIR FORCE  
Headquarters Air Reserve Personnel Center  
Denver CO 80280-5000

CCSIP  
May 2003

**UNITED STATES AIR FORCE  
CHAPLAIN CANDIDATE SUPERVISED INTERNSHIP PLAN (CCSIP)**

1. **Purpose of (CCSIP).** Lists areas of supervision expected for Chaplain Candidates. Interfaces with the USAF Chaplain Service Mentoring Handbook and all references therein. Provides checklists for the candidate's self-evaluation and for the supervisor's evaluation for a specific active duty for training tour. Gives the supervisor opportunities to support the spiritual and vocational formation of the candidate. Lays the groundwork for the supervisor to complete AF Form 475, Education/Training Report.
2. **Recommendations for Changes to CCSIP.** We encourage both candidates and candidate supervisors to recommend additions, deletions, or other changes to this plan.

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3. **Forwarding of CCSIP.** The completed supervisor's copy of the CCSIP should be forwarded to the address below **NLT 30 days** following the completion of the candidate training tour:

HQ ARPC/HCX 6760 E. Irvington Pl #5100, Denver CO 80280-5100
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## **INSTRUCTIONS FOR USE OF CCSIP**

1. **BEFORE TRAINING.** Candidates should study the CCSIP to obtain a general idea of the types of supervised activities they will carry out during active duty training (ADT). It is recommended that the supervisor review the CCSIP with the candidate **within three days of the candidate's arrival**. At that time, the supervisor should place a **pencil check** beside those areas the candidate is expected to experience during that particular ADT tour. The Chaplain Candidate should transcribe all "checked" items from the supervisor's copy of the CCSIP to his/her personal copy of the CCSIP.

2. **DURING TRAINING.** Throughout the ADT tour, the supervisor and candidate should periodically go through the CCSIP in light of the training expectations indicated in the pre-training session. In addition to the resources listed in this plan, the local chapel continuity file and chapel operating instructions (HCOI) will inform and instruct the candidate.

3. **AFTER TRAINING.** Toward the end of the ADT, both the candidate and the supervisor will score the candidate's learning in the respective columns on a scale from **minus 2 to plus 2** using the code listed below. While the total points may indicate breadth, the average score in a given area indicates proficiency level. Supervisors need not expect to cover every item in the plan but should strive for excellent learning and balanced coverage. The candidate and the supervisor should discuss inconsistencies between the candidate's self-evaluation and the supervisor's appraisal. Each candidate should transcribe all scores from the supervisor's copy of the CCSIP to his/her personal copy of the CCSIP. The supervisor should also use the space provided to record comments clarifying the scores or adding other information that will help in completing AF Form 475.

<b>EVALUATION CODES</b>
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| <p>-2 = Introduction to this area exposed serious problems needing continued close supervision.</p> <p>-1 = Limited exposure to this area showed the need for improvement through future supervision.</p> <p>0 = No exposure or not applicable</p> <p>+1 = Candidate demonstrated serious effort and grew with limited exposure to this area.</p> <p>+2 = Candidate shows clear comprehension of subject and/or competence in this task with full exposure.</p> |
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## CHAPLAIN CANDIDATE SUPERVISED INTERNSHIP PLAN (CCSIP)

<i>Area of Supervision and Reference to USAF Chaplain Service Mentoring Handbook</i>	<i>Evaluation Score</i>	
	<i>By Candidate</i>	<i>By Supervisor</i>
<b>1) LEADERSHIP</b>		
a. USAF and Chaplain Service Mentoring Program <ul style="list-style-type: none"> <li>➤ Air Force Policy Directive 36-34</li> <li>➤ Air Force Instruction 36-3401</li> </ul>		
b. The Mission and Structure of the Chaplain Service <ul style="list-style-type: none"> <li>➤ AFPD 52-1, The Chaplain Service</li> <li>➤ AFI 52-101, Planning and Organizing</li> </ul>		
c. The Strategic Plan of the Chaplain Service <ul style="list-style-type: none"> <li>➤ Chaplain Service Strategic Plan</li> <li>➤ Global Ministry – Vision 2020 Pamphlet</li> </ul>		
d. The Role of the Chaplain as Both Clergy Person and Officer <ul style="list-style-type: none"> <li>➤ AFMAN 36-2105, Attachment 38, Chaplain Service Utilization, pp. 226-228</li> <li>➤ AFPD 36-29, Air Force Standards</li> </ul>		
e. Doing Global Ministry <ul style="list-style-type: none"> <li>➤ Video on Mentoring Handbook CD</li> <li>➤ Global Ministry: Vision 2020 Handbook</li> </ul>		
f. Chaplain Code of Ethics <ul style="list-style-type: none"> <li>➤ “The Covenant &amp; Code of Ethics for Chaplains of the Armed Forces,” a project of the National Conference on Ministry to the Armed Forces</li> </ul>		
g. Developing Leadership Skills <ul style="list-style-type: none"> <li>➤ AF Form 724B, Company Grade Officer Performance Feedback Worksheet</li> </ul>		
h. Legal Issues and the Chaplain <ul style="list-style-type: none"> <li>➤ <u>The Military Commander and the Law</u>, AF Judge Advocate General School (<a href="http://milcom.jag.af.mil">http://milcom.jag.af.mil</a>)</li> </ul>		
<b>SUPERVISOR’S REMARKS ON CANDIDATE’S UNDERSTANDING OF LEADERSHIP</b>		

<b>2) STAFF DEVELOPMENT</b>		
a. The Role of the Chaplain Assistant ➤ AFMAN 36-2108, Attachment 35, Chaplain Assistant Career Field		
b. Professional Military Education (PME) and Career Progression ➤ AFI 52-102, Professional Development ➤ Chaplain Officer Career Path Guide ➤ Chaplain Career Path Chart ➤ Discussion of the AF Assignment System		
c. The Officer Evaluation System ➤ Officer Evaluation System Guide ➤ AF Form 707B, Company Grade Officer Performance Report (OPR) ➤ AF Form 709, Promotion Recommendation		
d. Written Communications ➤ AFH 33-337, <u>Tongue and Quill</u>		
<b>SUPERVISOR'S REMARKS ON CANDIDATE'S UNDERSTANDING OF STAFF DEVELOPMENT</b>		
<b>3. DIVERSITY</b>		
a. Pluralism, Tolerance, and Religious Accommodation ➤ DoD Directive, Accommodation of Religious Practices Within the Military Services ➤ AFI 36-2903, Dress and Personal Appearance of Air Force Personnel ➤ AFJI 48-110, Immunization Waivers ➤ Chief of the Chaplain Service's Letter on Prayer at Staff Meetings		
b. Diversity in the Chaplain Service ➤ Chief of the Chaplain Service Letter on Diversity		
c. Discrimination and Sexual Harassment ➤ AFI 36-2706, Military Equal Opportunity and Treatment Program, Section F ➤ Chief of the Chaplain Service's Letter on Discrimination and Sexual Harassment		

<b>SUPERVISOR'S REMARKS ON CANDIDATE'S UNDERSTANDING OF STAFF DEVELOPMENT</b>		
<b>4. READINESS</b>		
a. Readiness in the Chaplain Service <ul style="list-style-type: none"> <li>➤ AFI 52-104, Chaplain Service Readiness (including CD Version)</li> <li>➤ Understand Air and Space Expeditionary Force Concept</li> <li>➤ Understand Total Force Concept</li> <li>➤ <a href="http://www.usafhc.af.mil/readiness_newsletter/index.html">http://www.usafhc.af.mil/readiness_newsletter/index.html</a></li> </ul>		
b. Chapel Contingency Support Plan <ul style="list-style-type: none"> <li>➤ AFMAN 10-401, Vol. 1, Ch. 28, Chaplain Planning</li> </ul>		
c. The Concept of "Survive and Operate" in a Hostile Setting <ul style="list-style-type: none"> <li>➤ AFM 10-100, Airman's Manual</li> </ul>		
d. Participation in a mobility exercise		
<b>SUPERVISOR'S REMARKS ON CANDIDATE'S UNDERSTANDING OF READINESS</b>		
<b>5. MINISTRY</b>		
a. The Ministry of Presence <ul style="list-style-type: none"> <li>➤ "Ministry of Presence or Purpose?" <a href="#">Video/Ministry Of Presence.mov</a> (Quick Time Video)</li> <li>➤ Unit Visitation, Flightline and Workplace Ministry</li> <li>➤ Confinement Visitation</li> <li>➤ Recreational Area Visitation</li> <li>➤ Home and Dorm Visitation</li> </ul>		

b. Worship Observances <ul style="list-style-type: none"> <li>➤ Factors affecting local chapel schedule</li> <li>➤ Overseeing worship services of a faith group other than one's own</li> <li>➤ Non-appropriated funds for faith groups</li> <li>➤ Ecumenical and interfaith worship services</li> </ul>		
c. Privileged Communication and Legal Issues Surrounding It <ul style="list-style-type: none"> <li>➤ AFI 52-104, Section 4.1, Privileged Communication</li> </ul>		
d. Pastoral Care and Counseling <ul style="list-style-type: none"> <li>➤ <a href="http://www.usafhc.af.mil/Resources/PastoralCare.asp">http://www.usafhc.af.mil/Resources/PastoralCare.asp</a></li> <li>➤ Non-Crisis Pastoral Counseling</li> <li>➤ Hospital Ministry and Clinical Pastoral Education (CPE)</li> <li>➤ Crisis Counseling</li> <li>➤ Suicide Prevention: ASIST (<a href="http://www.livingworks.net">http://www.livingworks.net</a>)</li> <li>➤ Critical Incident Stress Management</li> <li>➤ Casualty Notification</li> </ul>		
e. Military Funerals <ul style="list-style-type: none"> <li>➤ Chaplain's Handbook for Military Funerals</li> </ul>		
f. Religious Education <ul style="list-style-type: none"> <li>➤ DoDI 1402.5 covering background checks</li> </ul>		
g. Specialized Ministries <ul style="list-style-type: none"> <li>➤ Singles Ministry (<a href="http://www.usafhc.af.mil/Resources/Singles.asp">http://www.usafhc.af.mil/Resources/Singles.asp</a>)</li> <li>➤ Marriage and Family Ministry</li> <li>➤ Youth Ministry</li> <li>➤ AFI 36-3003, Permissive TDY</li> </ul>		
<b>SUPERVISOR'S REMARKS ON CANDIDATE'S UNDERSTANDING OF MINISTRY</b>		

